101

PCOLS

INTERACTIVE TUTORIAL

Role: A/OPC

How to Complete Your A/OPC User Profile in AIM

TUTORIAL ICON LEGEND

HOME/BACK: This icon will take you back to the List of Actions or back one action

NEXT: This icon will allow you to continue to the next action

REPLAY: This icon will allow you to replay the action

EMAIL: This icon will take you to the email message

SCROLL: This icon will allow you to scroll down

INFO: This icon will take you to additional information

The button will appear on many screens throughout this tutorial. Click on this button to view additional information.

Click the button to return

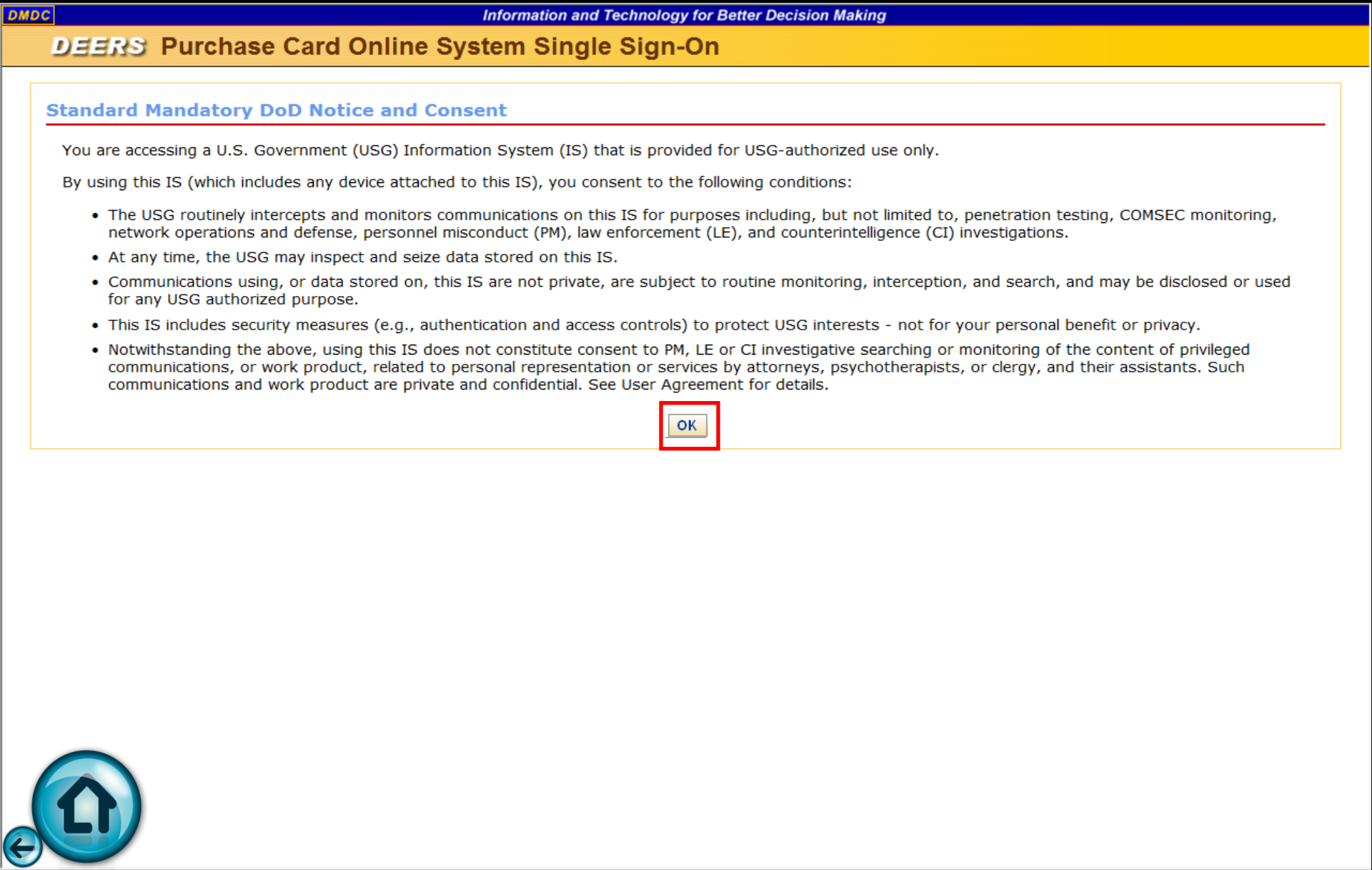
Clicking on an area highlighted by a

red box will advance th

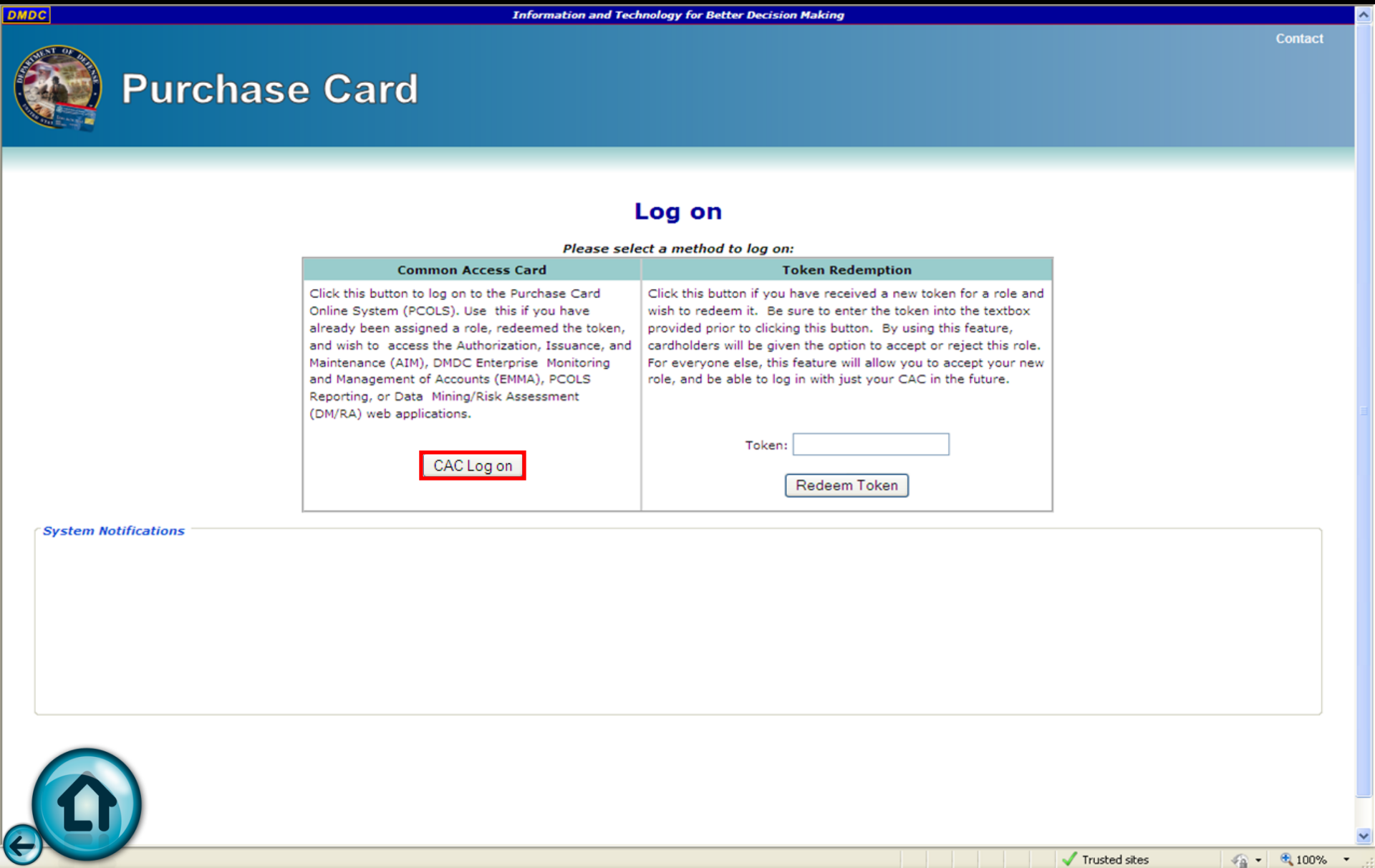
tutorial to the next step

Scenario: As an A/OPC recently provision in EMMA and has redeem their token. The following interactive tutorial will demonstrate the process of logging into PCOLS to complete the A/OPC’s user Profile tab in AIM.

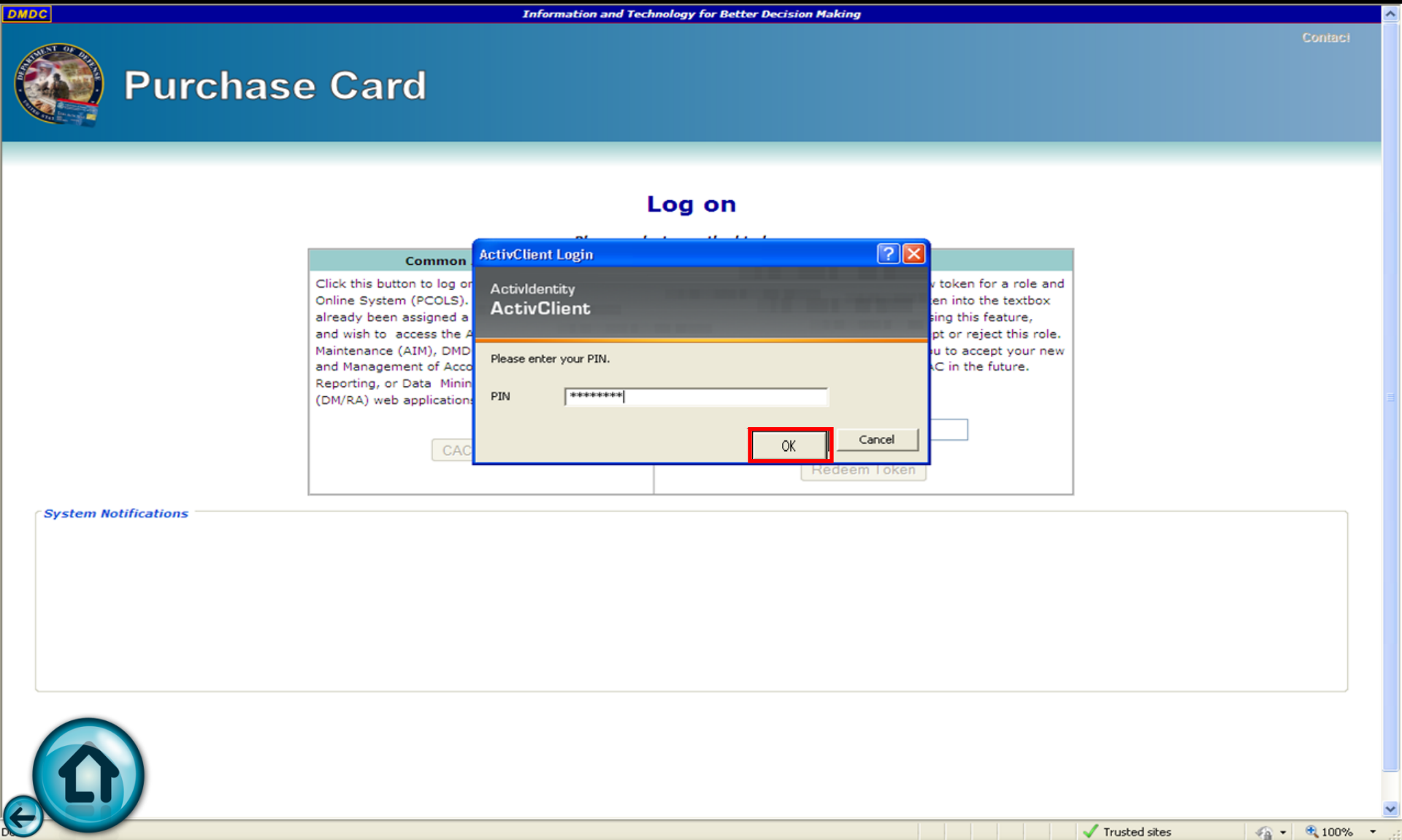
Click the “OK” button


DMDC
Information and Technology for Better Decision Making
DEERS Purchase Card Online System Single Sign-On
Standard Mandatory DoD Notice and Consent
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:
The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
At any time, the USG may inspect and seize data stored on this IS.
Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy.
Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
OK

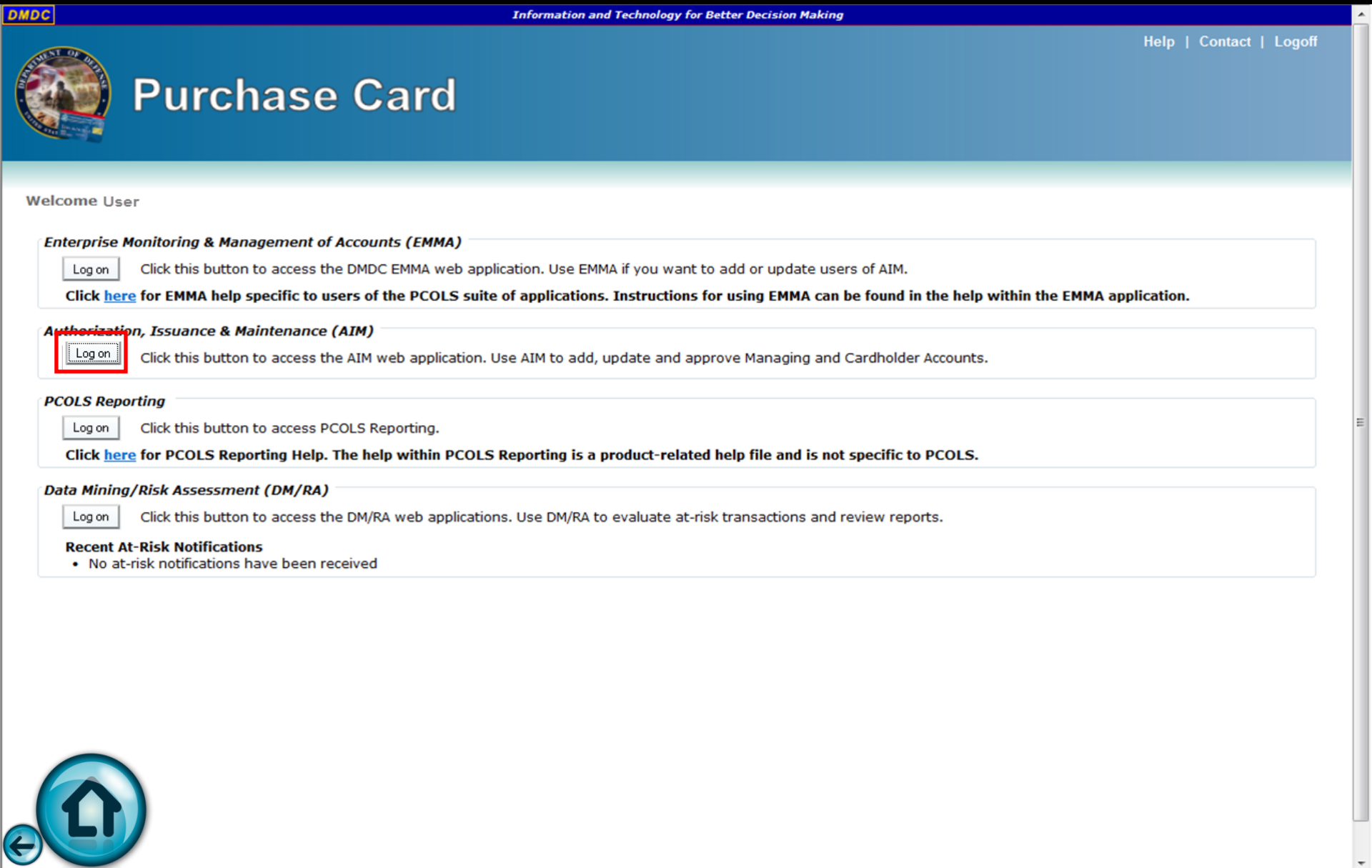
Click Log the “CAC Log on” button.


DMDC
Information and Technology for Better Decision Making
Contact
Purchase Card
Log on
Please select a method to log on:
Common Access Card
Click this button to log on to the Purchase Card Online System (PCOLS). Use this if you have already been assigned a role, redeemed the token, and wish to access the Authorization, Issuance, and Maintenance (AIM), DMDC Enterprise Monitoring and Management of Accounts (EMMA), PCOLS Reporting, or Data Mining/Risk Assessment (DM/RA) web applications.
CAC Log on
Token Redemption
Click this button if you have received a new token for a role and wish to redeem it. Be sure to enter the token into the textbox provided prior to clicking this button. By using this feature, cardholders will be given the option to accept or reject this role. For everyone else, this feature will allow you to accept your new role, and be able to log in with just your CAC in the future.
Token:
Redeem Token
System Notifications
Trusted sites
100%

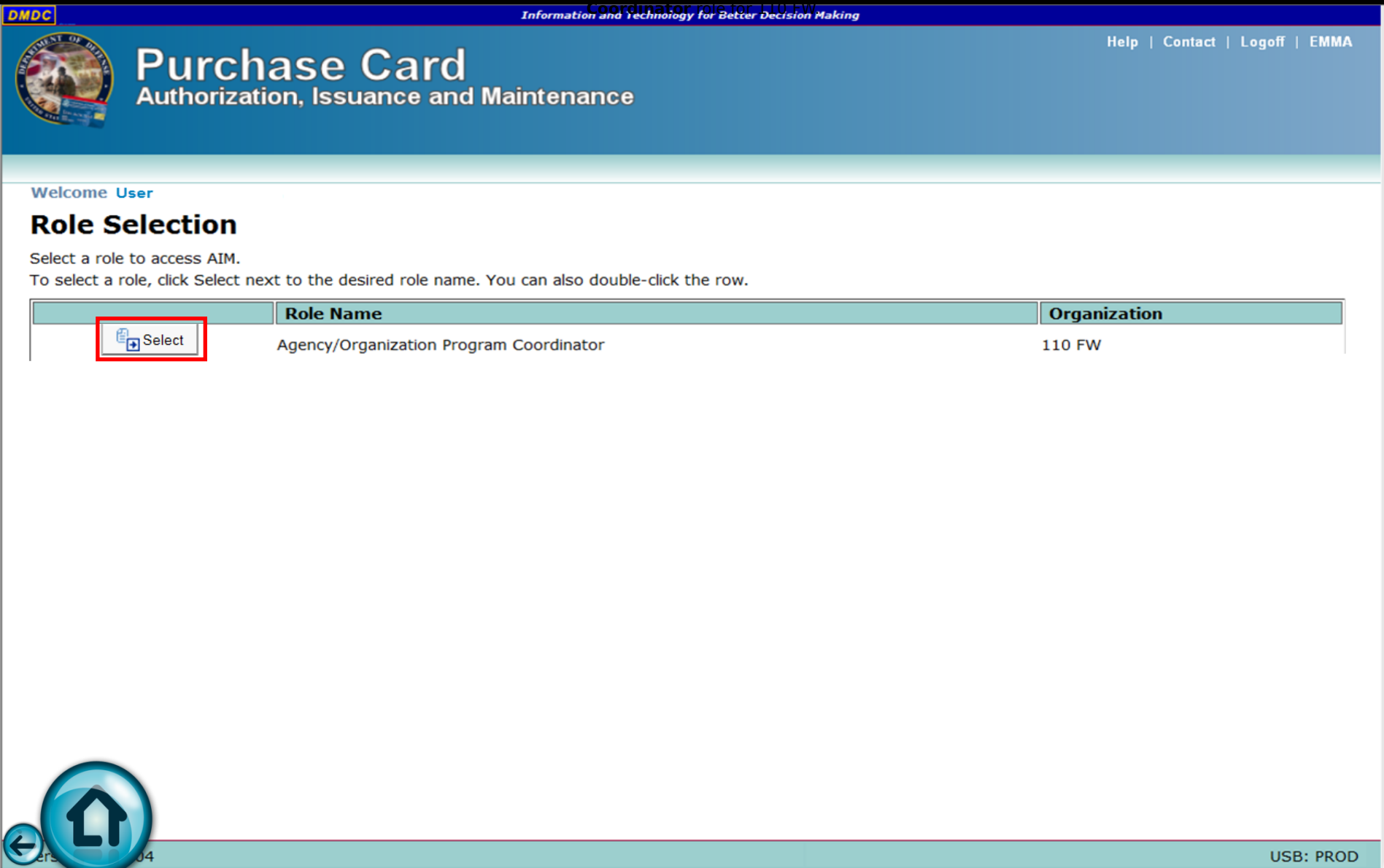
The A/OPC enters their PIN. Click the “OK” button.



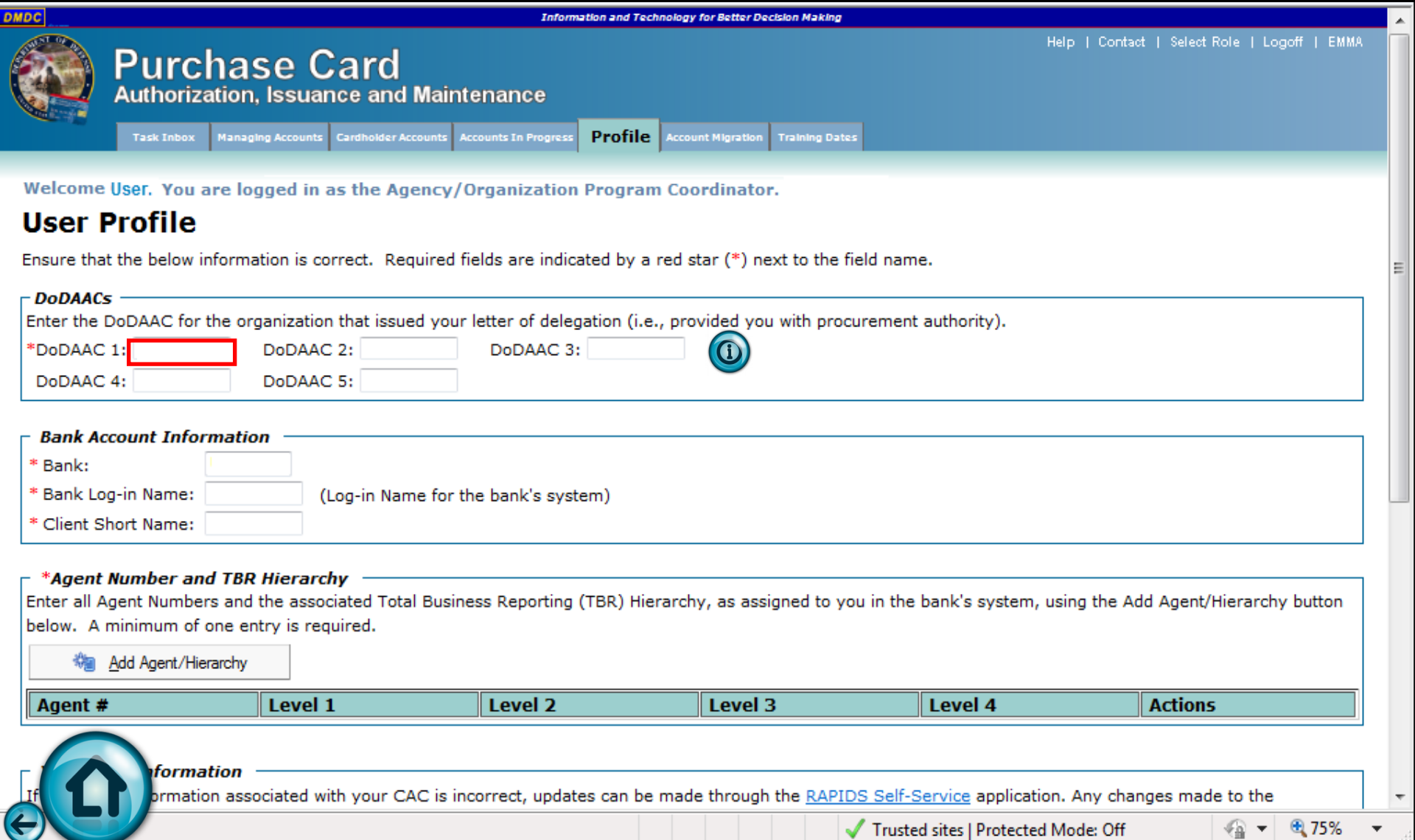
Click on the “Log on” button for Authorization, Issuance & Maintenance (AIM)


DMDC
Information and Technology for Better Decision Making
Help | Contact | Logoff
Purchase Card
Welcome User
Enterprise Monitoring & Management of Accounts (EMMA)
Log on
Click this button to access the DMDC EMMA web application. Use EMMA if you want to add or update users of AIM.
Click here for EMMA help specific to users of the PCOLS suite of applications. Instructions for using EMMA can be found in the help within the EMMA application.
Authorization, Issuance & Maintenance (AIM)
Log on
Click this button to access the AIM web application. Use AIM to add, update and approve Managing and Cardholder Accounts.
PCOLS Reporting
Log on
Click this button to access PCOLS Reporting.
Click here for PCOLS Reporting Help. The help within PCOLS Reporting is a product-related help file and is not specific to PCOLS.
Data Mining/Risk Assessment (DM/RA)
Log on
Click this button to access the DM/RA web applications. Use DM/RA to evaluate at-risk transactions and review reports.
Recent At-Risk Notifications
No at-risk notifications have been received

Click the “Select” button for the **Agency/Organization Program Coordinator** role for 110 FW.


Coordinator role for 110 FW
DMDC
Information and Technology for Better Decision Making
Help | Contact | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Welcome User
Role Selection
Select a role to access AIM.
To select a role, click Select next to the desired role name. You can also double-click the row.
Role Name
Organization
Select
Agency/Organization Program Coordinator
110 FW
USB: PROD

Your are now in the Profile Page. Enter the DoDAAC for the organization that issued your letter of delegation.

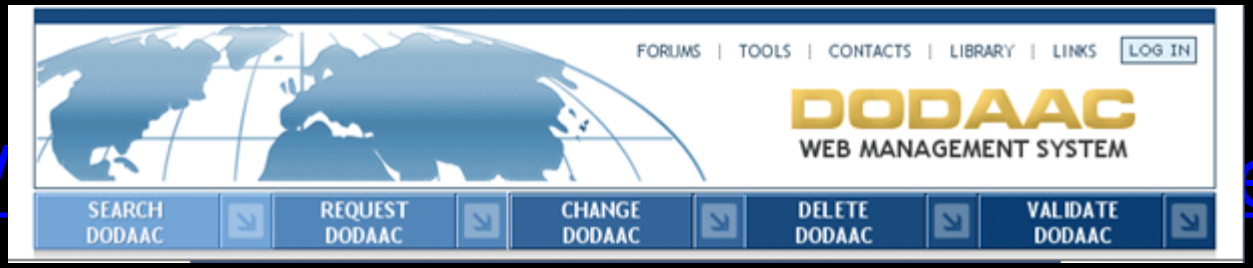

DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Account Migration
Training Dates
Welcome User. You are logged in as the Agency/Organization Program Coordinator.
User Profile
Ensure that the below information is correct. Required fields are indicated by a red star (*) next to the field name.
DoDAACs
Enter the DoDAAC for the organization that issued your letter of delegation (i.e., provided you with procurement authority).
*DoDAAC 1:
DoDAAC 2:
DoDAAC 3:
DoDAAC 4:
DoDAAC 5:
Bank Account Information
* Bank:
* Bank Log-in Name:
(Log-in Name for the bank's system)
* Client Short Name:
*Agent Number and TBR Hierarchy
Enter all Agent Numbers and the associated Total Business Reporting (TBR) Hierarchy, as assigned to you in the bank's system, using the Add Agent/Hierarchy button below. A minimum of one entry is required.
Add Agent/Hierarchy
Agent #
Level 1
Level 2
Level 3
Level 4
Actions
rmation associated with your CAC is incorrect, updates can be made through the RAPIDS Self-Service application. Any changes made to the
Trusted sites | Protected Mode: Off
75%

Provided to you with procurement authority. You are only required to enter one DoDAAC, you can provide up to five, if necessary.

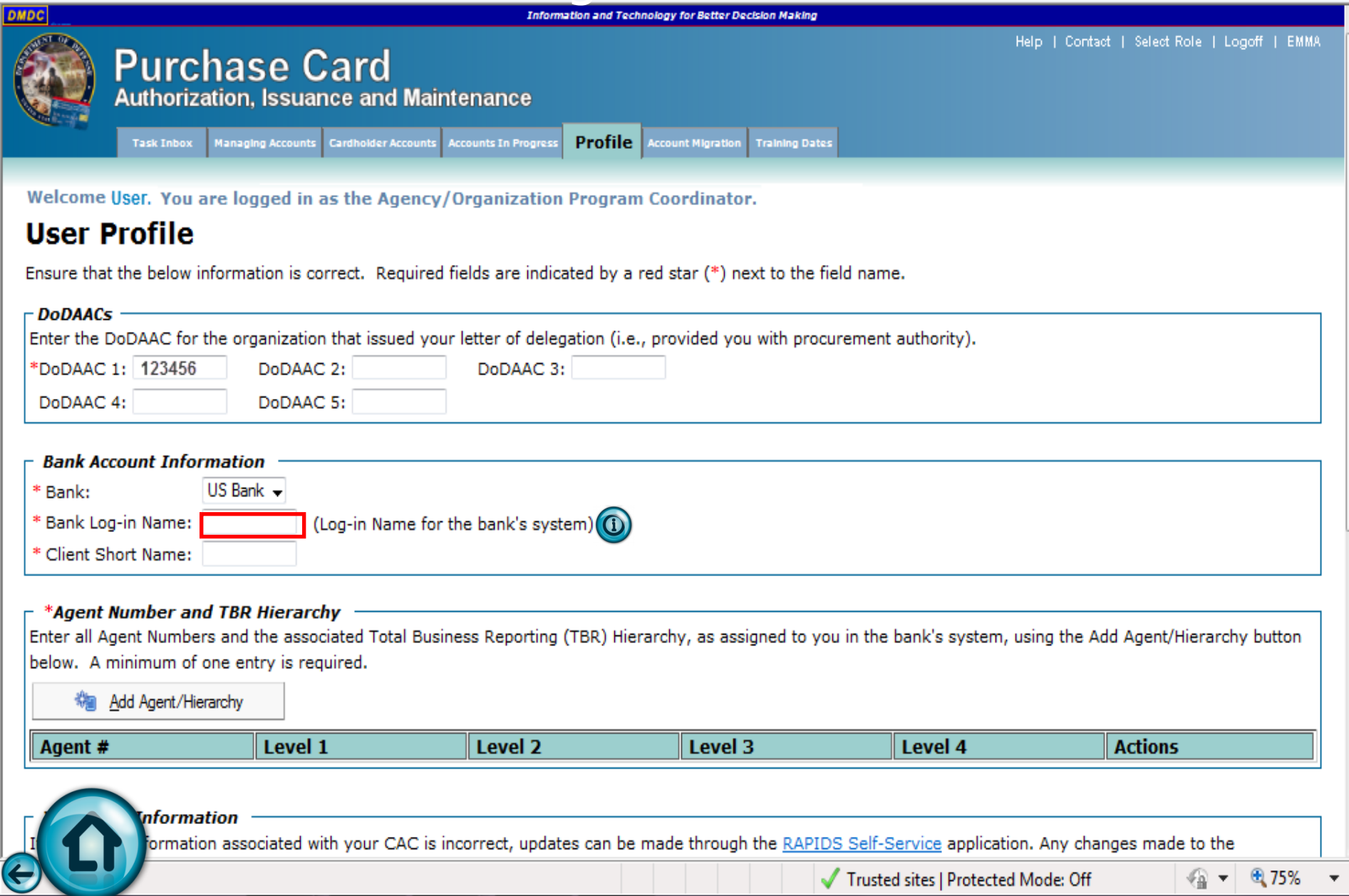
Note: If you need assistance finding your DoDAAC, visit the following Web sites:

https://dodaac.wpafb.af.mil/dodaacsearch.cfm

https://[redacted]efault.asp

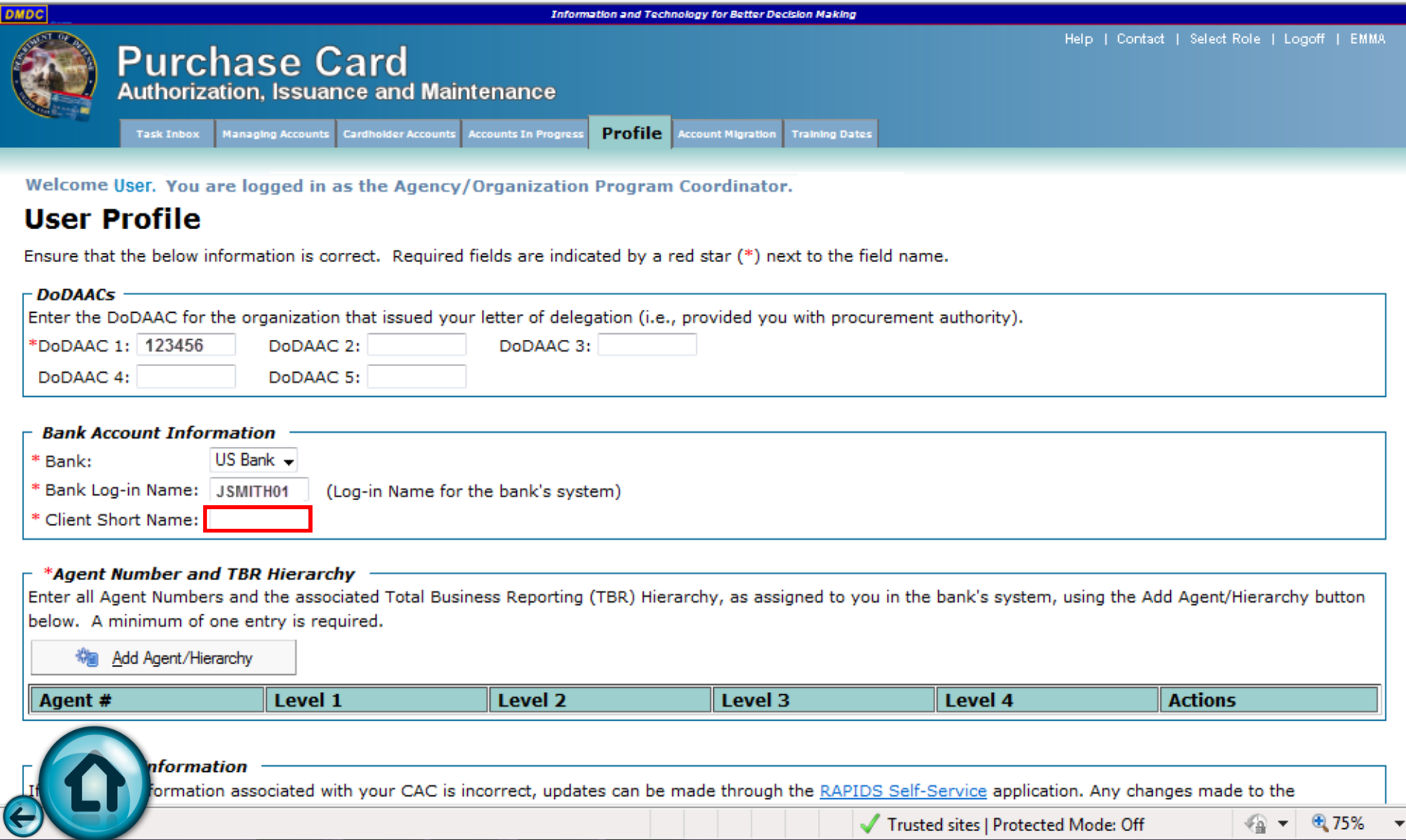


US Bank is the default selection. Enter your Bank Log-in Name.

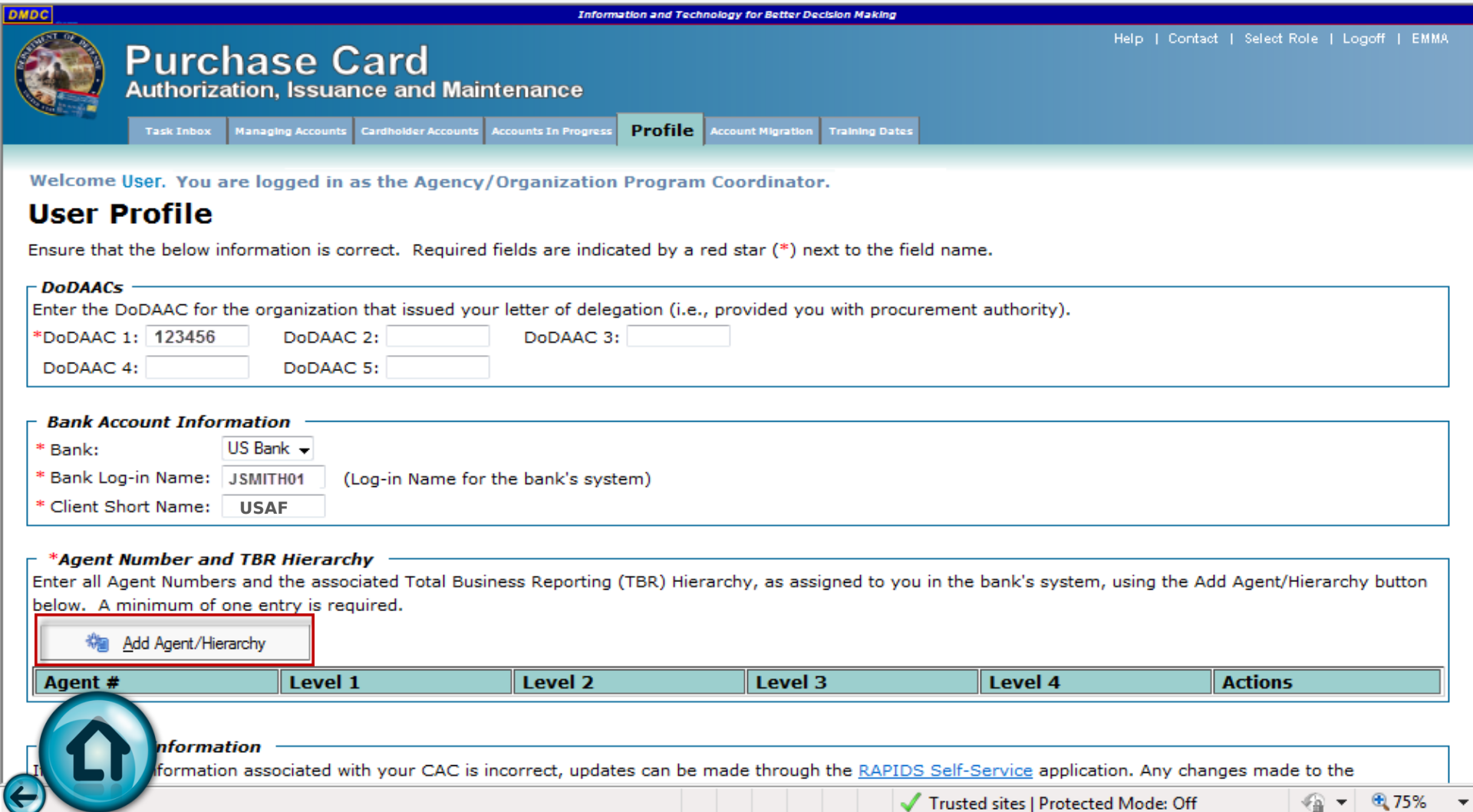

DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Account Migration
Training Dates
Welcome User. You are logged in as the Agency/Organization Program Coordinator.
User Profile
Ensure that the below information is correct. Required fields are indicated by a red star (*) next to the field name.
DoDAACs
Enter the DoDAAC for the organization that issued your letter of delegation (i.e., provided you with procurement authority).
*DoDAAC 1: 123456
DoDAAC 2:
DoDAAC 3:
DoDAAC 4:
DoDAAC 5:
Bank Account Information
* Bank: US Bank
* Bank Log-in Name: (Log-in Name for the bank's system)
* Client Short Name:
*Agent Number and TBR Hierarchy
Enter all Agent Numbers and the associated Total Business Reporting (TBR) Hierarchy, as assigned to you in the bank's system, using the Add Agent/Hierarchy button below. A minimum of one entry is required.
Add Agent/Hierarchy
Agent #
Level 1
Level 2
Level 3
Level 4
Actions
formation associated with your CAC is incorrect, updates can be made through the RAPIDS Self-Service application. Any changes made to the
Trusted sites | Protected Mode: Off
75%

US Bank (AXOL)- Prior to using AIM, Army, Air Force, and Defense Agency customers will need to log in to US Bank's Access Online system and ensure that your Access Online profile reflects a Functional Entitlement Group (FEG) of PA_AIM. If you need assistance adding this FEG, you must contact your US Bank representative.

The Client Short Name is based on the agency or service you are identified with in the bank system. Enter Client Short Name.

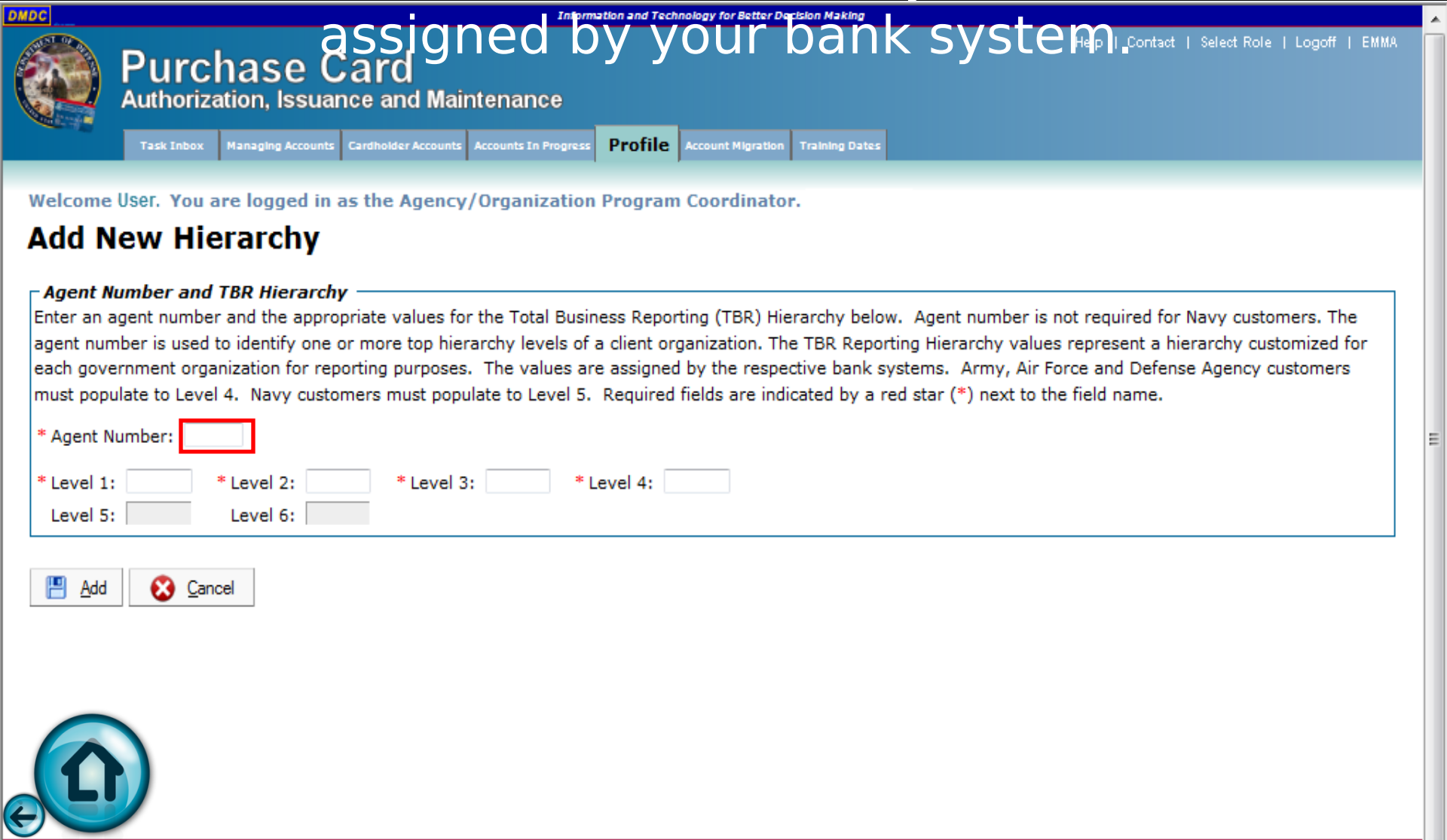

DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Account Migration
Training Dates
Welcome User. You are logged in as the Agency/Organization Program Coordinator.
User Profile
Ensure that the below information is correct. Required fields are indicated by a red star (*) next to the field name.
DoDAACs
Enter the DoDAAC for the organization that issued your letter of delegation (i.e., provided you with procurement authority).
*DoDAAC 1: 123456
DoDAAC 2:
DoDAAC 3:
DoDAAC 4:
DoDAAC 5:
Bank Account Information
* Bank: US Bank
* Bank Log-in Name: JSMITH01 (Log-in Name for the bank's system)
* Client Short Name:
*Agent Number and TBR Hierarchy
Enter all Agent Numbers and the associated Total Business Reporting (TBR) Hierarchy, as assigned to you in the bank's system, using the Add Agent/Hierarchy button below. A minimum of one entry is required.
Add Agent/Hierarchy
Agent #
Level 1
Level 2
Level 3
Level 4
Actions
formation associated with your CAC is incorrect, updates can be made through the RAPIDS Self-Service application. Any changes made to the
Trusted sites | Protected Mode: Off
75%

TBR Hierarchy values are assigned to you in the bank system. You must have at least one entry in the Agent Number and TBR Hierarchy section. To do so, click "**Add Agent/Hierarchy**".


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Account Migration
Training Dates
Welcome User. You are logged in as the Agency/Organization Program Coordinator.
User Profile
Ensure that the below information is correct. Required fields are indicated by a red star (*) next to the field name.
DoDAACs
Enter the DoDAAC for the organization that issued your letter of delegation (i.e., provided you with procurement authority).
*DoDAAC 1: 123456
DoDAAC 2:
DoDAAC 3:
DoDAAC 4:
DoDAAC 5:
Bank Account Information
* Bank: US Bank
* Bank Log-in Name: JSMITH01 (Log-in Name for the bank's system)
* Client Short Name: USAF
*Agent Number and TBR Hierarchy
Enter all Agent Numbers and the associated Total Business Reporting (TBR) Hierarchy, as assigned to you in the bank's system, using the Add Agent/Hierarchy button below. A minimum of one entry is required.
Add Agent/Hierarchy
Agent #
Level 1
Level 2
Level 3
Level 4
Actions
nformation
formation associated with your CAC is incorrect, updates can be made through the RAPIDS Self-Service application. Any changes made to the
Trusted sites | Protected Mode: Off
75%

Army, Air Force, and Defense Agency customers

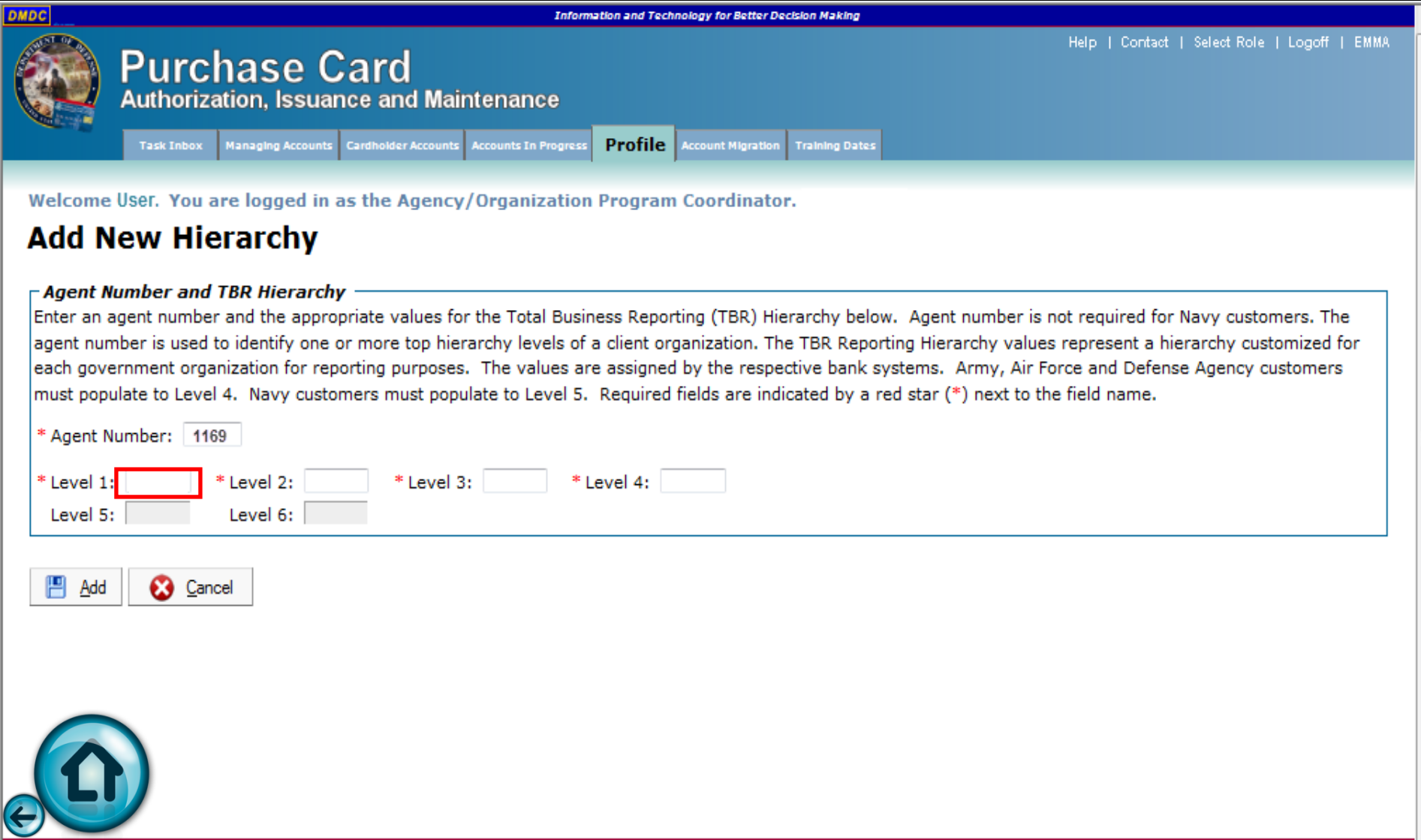
Enter your Agent Number and the appropriate values (Levels 1-4) for the TBR Hierarchy. These values are assigned by your bank system.


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Account Migration
Training Dates
Welcome User. You are logged in as the Agency/Organization Program Coordinator.
Add New Hierarchy
Agent Number and TBR Hierarchy
Enter an agent number and the appropriate values for the Total Business Reporting (TBR) Hierarchy below. Agent number is not required for Navy customers. The agent number is used to identify one or more top hierarchy levels of a client organization. The TBR Reporting Hierarchy values represent a hierarchy customized for each government organization for reporting purposes. The values are assigned by the respective bank systems. Army, Air Force and Defense Agency customers must populate to Level 4. Navy customers must populate to Level 5. Required fields are indicated by a red star (*) next to the field name.
* Agent Number:
* Level 1:
* Level 2:
* Level 3:
* Level 4:
Level 5:
Level 6:
Add
Cancel

Level 1

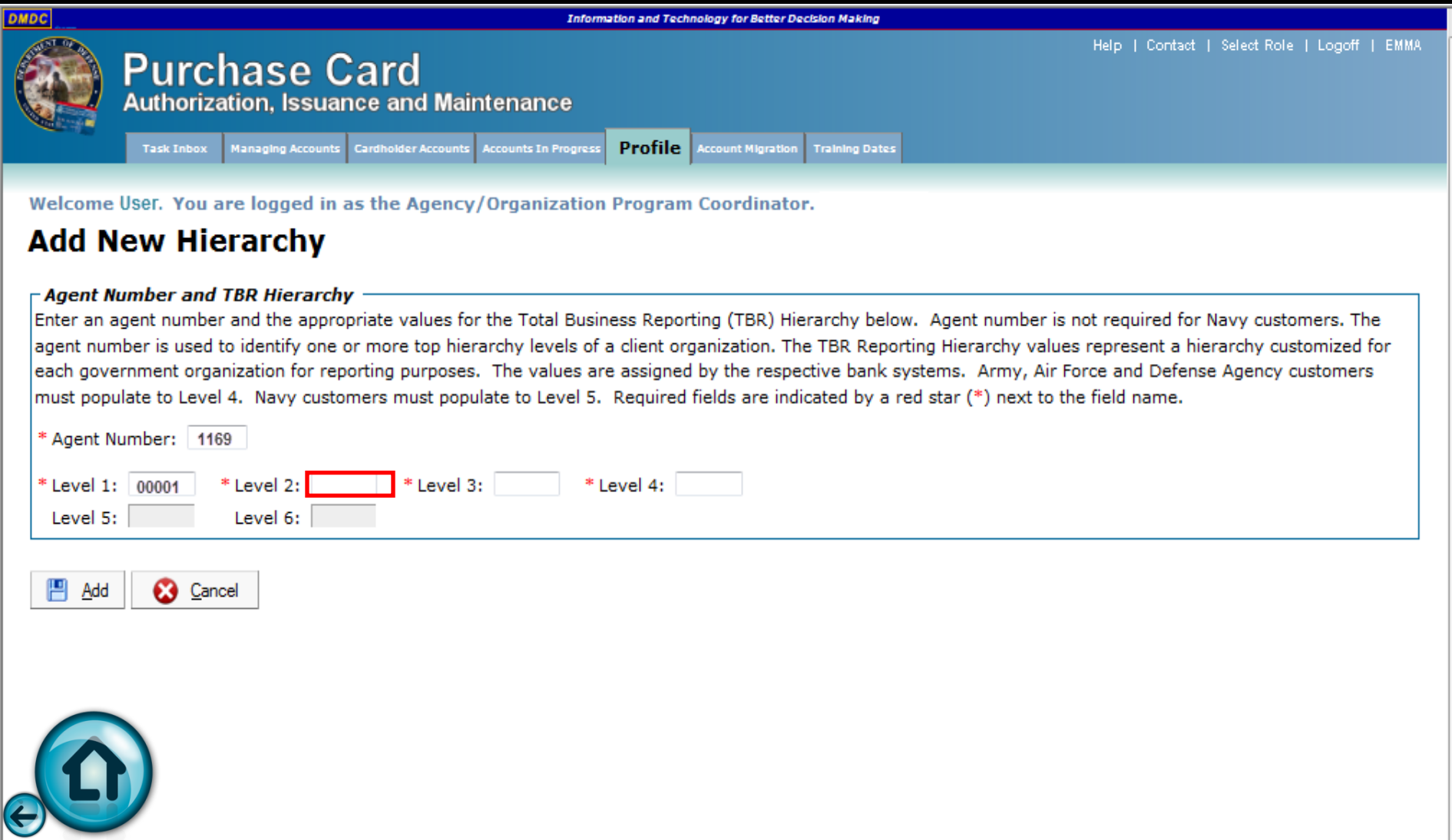
This number identifies the bank.

Click on the red box.


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Account Migration
Training Dates
Welcome User. You are logged in as the Agency/Organization Program Coordinator.
Add New Hierarchy
Agent Number and TBR Hierarchy
Enter an agent number and the appropriate values for the Total Business Reporting (TBR) Hierarchy below. Agent number is not required for Navy customers. The agent number is used to identify one or more top hierarchy levels of a client organization. The TBR Reporting Hierarchy values represent a hierarchy customized for each government organization for reporting purposes. The values are assigned by the respective bank systems. Army, Air Force and Defense Agency customers must populate to Level 4. Navy customers must populate to Level 5. Required fields are indicated by a red star (*) next to the field name.
* Agent Number: 1169
* Level 1:
* Level 2:
* Level 3:
* Level 4:
Level 5:
Level 6:
Add
Cancel

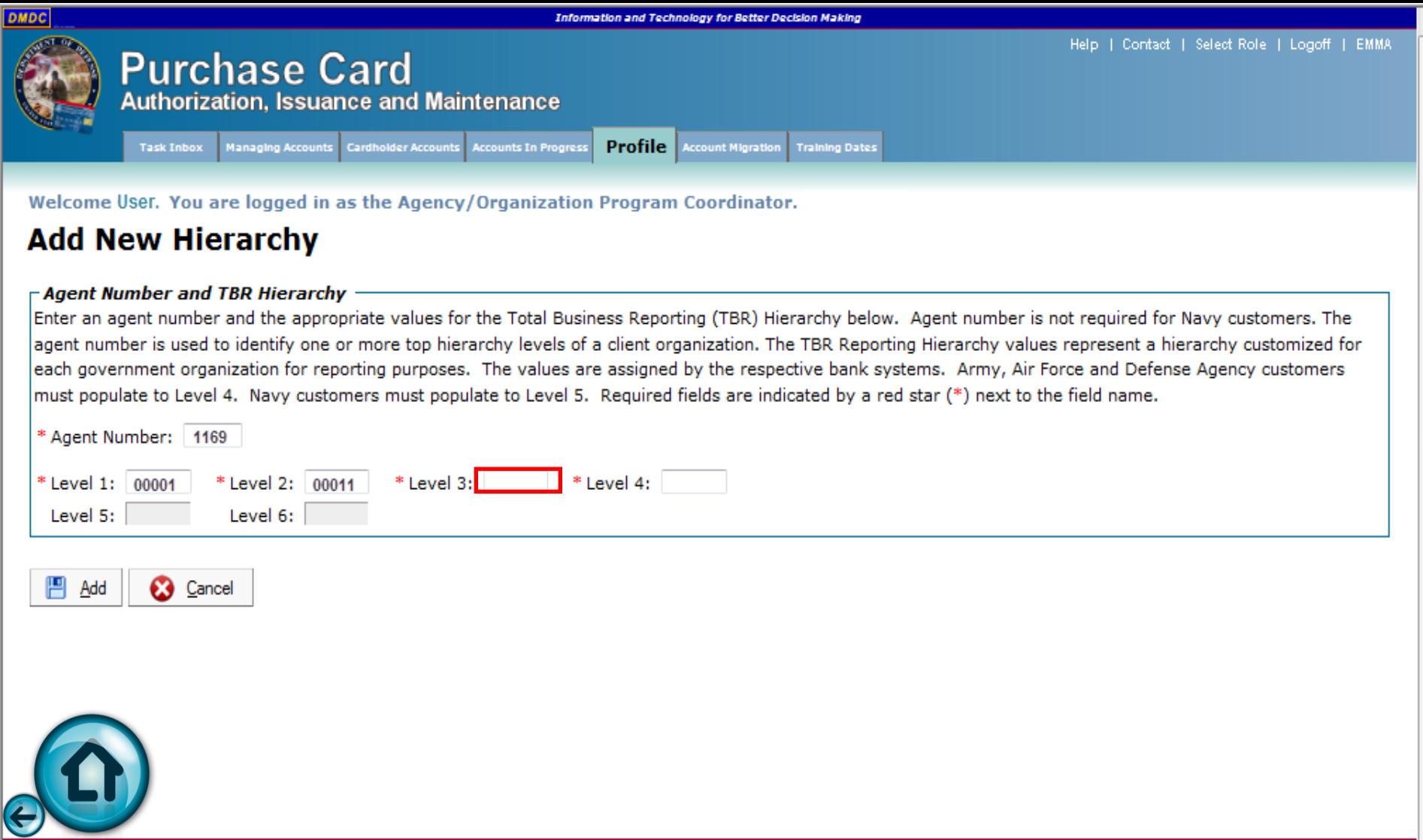
Level 2

This number identifies the branch of service or Other Defense Agency. Click on the red box.


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Account Migration
Training Dates
Welcome User. You are logged in as the Agency/Organization Program Coordinator.
Add New Hierarchy
Agent Number and TBR Hierarchy
Enter an agent number and the appropriate values for the Total Business Reporting (TBR) Hierarchy below. Agent number is not required for Navy customers. The agent number is used to identify one or more top hierarchy levels of a client organization. The TBR Reporting Hierarchy values represent a hierarchy customized for each government organization for reporting purposes. The values are assigned by the respective bank systems. Army, Air Force and Defense Agency customers must populate to Level 4. Navy customers must populate to Level 5. Required fields are indicated by a red star (*) next to the field name.
* Agent Number: 1169
* Level 1: 00001
* Level 2:
* Level 3:
* Level 4:
Level 5:
Level 6:
Add
Cancel

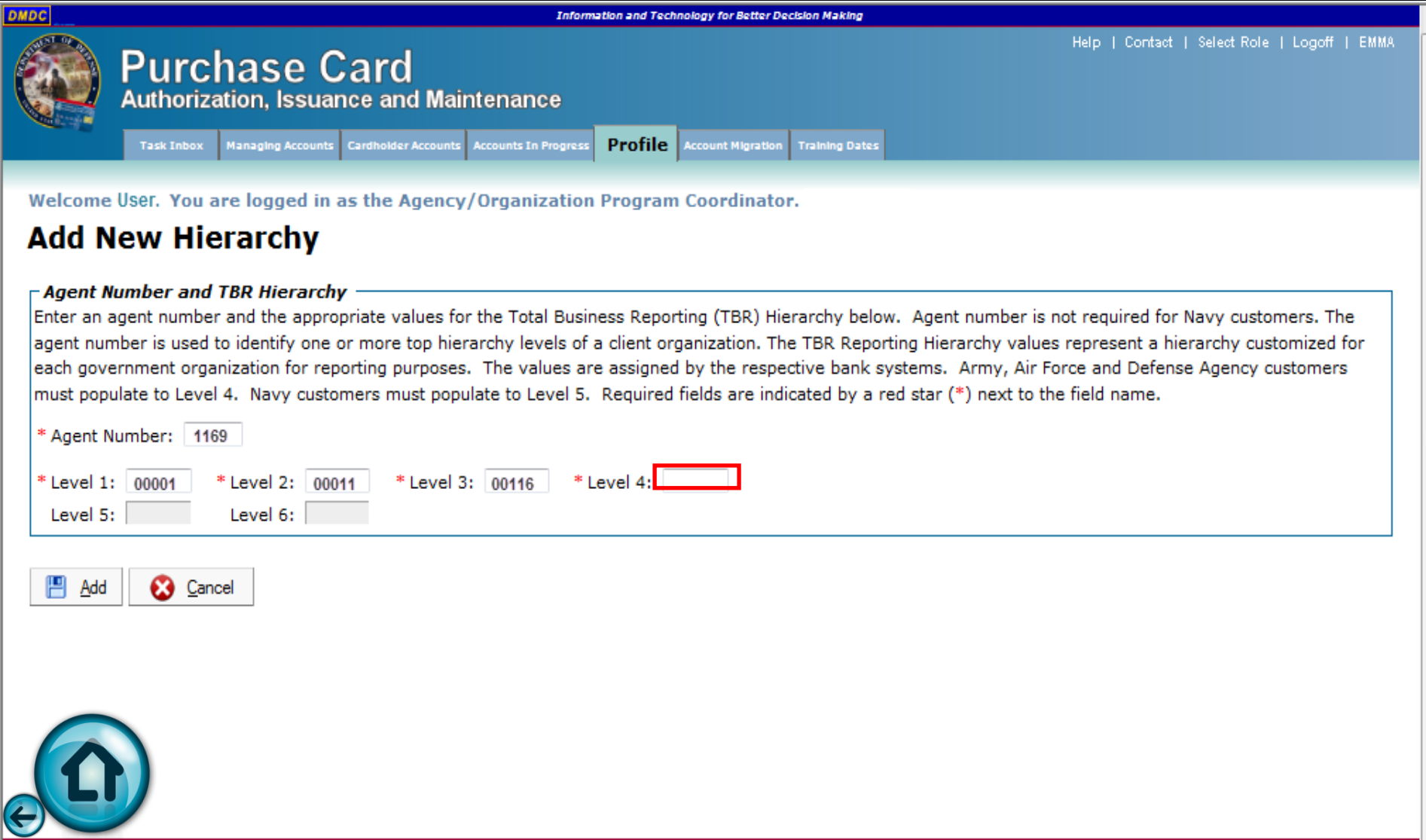
Level 3

This number identifies the Command or the sub-agency. Click on the red box.

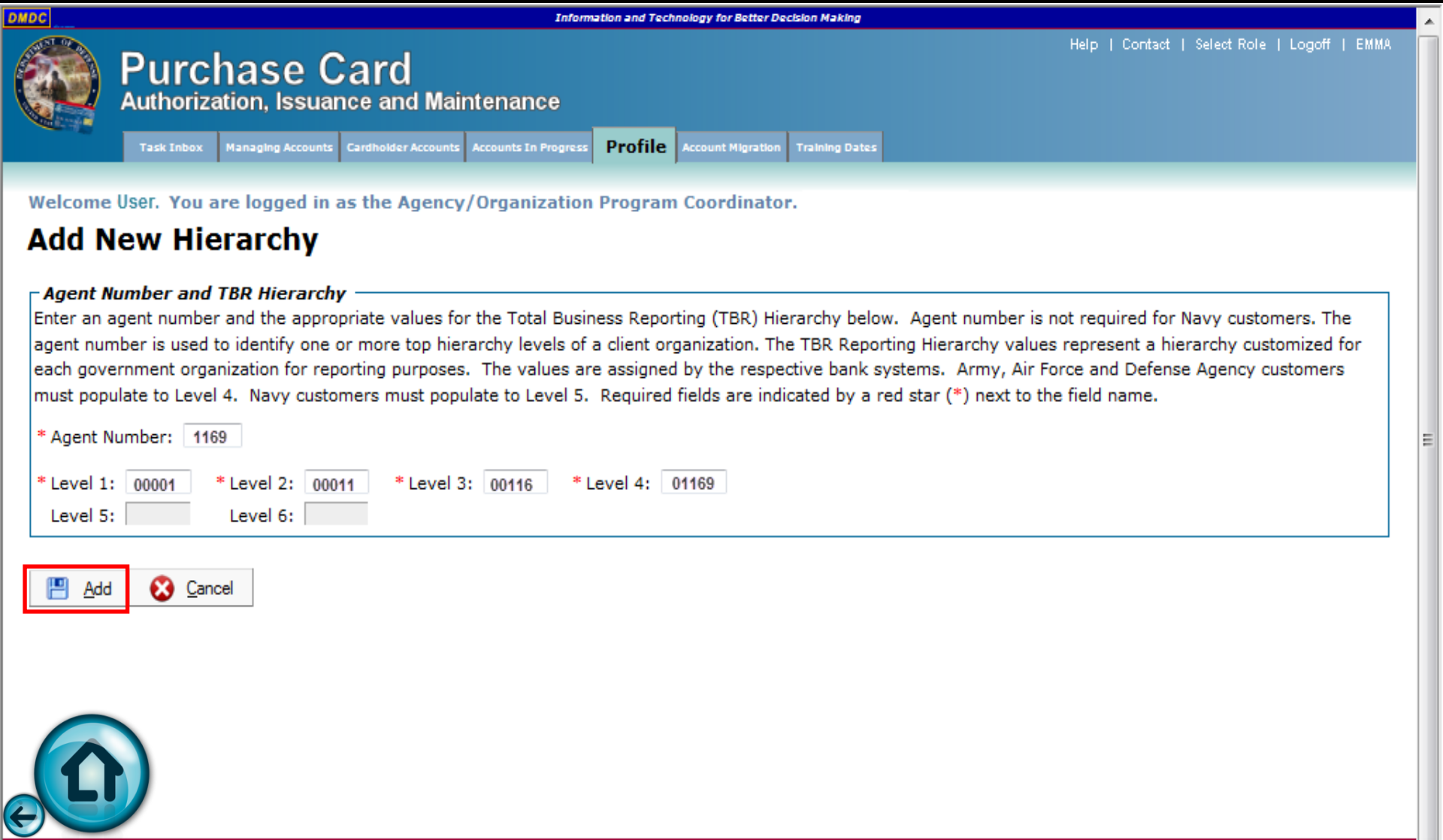

DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Account Migration
Training Dates
Welcome User. You are logged in as the Agency/Organization Program Coordinator.
Add New Hierarchy
Agent Number and TBR Hierarchy
Enter an agent number and the appropriate values for the Total Business Reporting (TBR) Hierarchy below. Agent number is not required for Navy customers. The agent number is used to identify one or more top hierarchy levels of a client organization. The TBR Reporting Hierarchy values represent a hierarchy customized for each government organization for reporting purposes. The values are assigned by the respective bank systems. Army, Air Force and Defense Agency customers must populate to Level 4. Navy customers must populate to Level 5. Required fields are indicated by a red star (*) next to the field name.
* Agent Number: 1169
* Level 1: 00001
* Level 2: 00011
* Level 3:
* Level 4:
Level 5:
Level 6:
Add
Cancel

Level 4

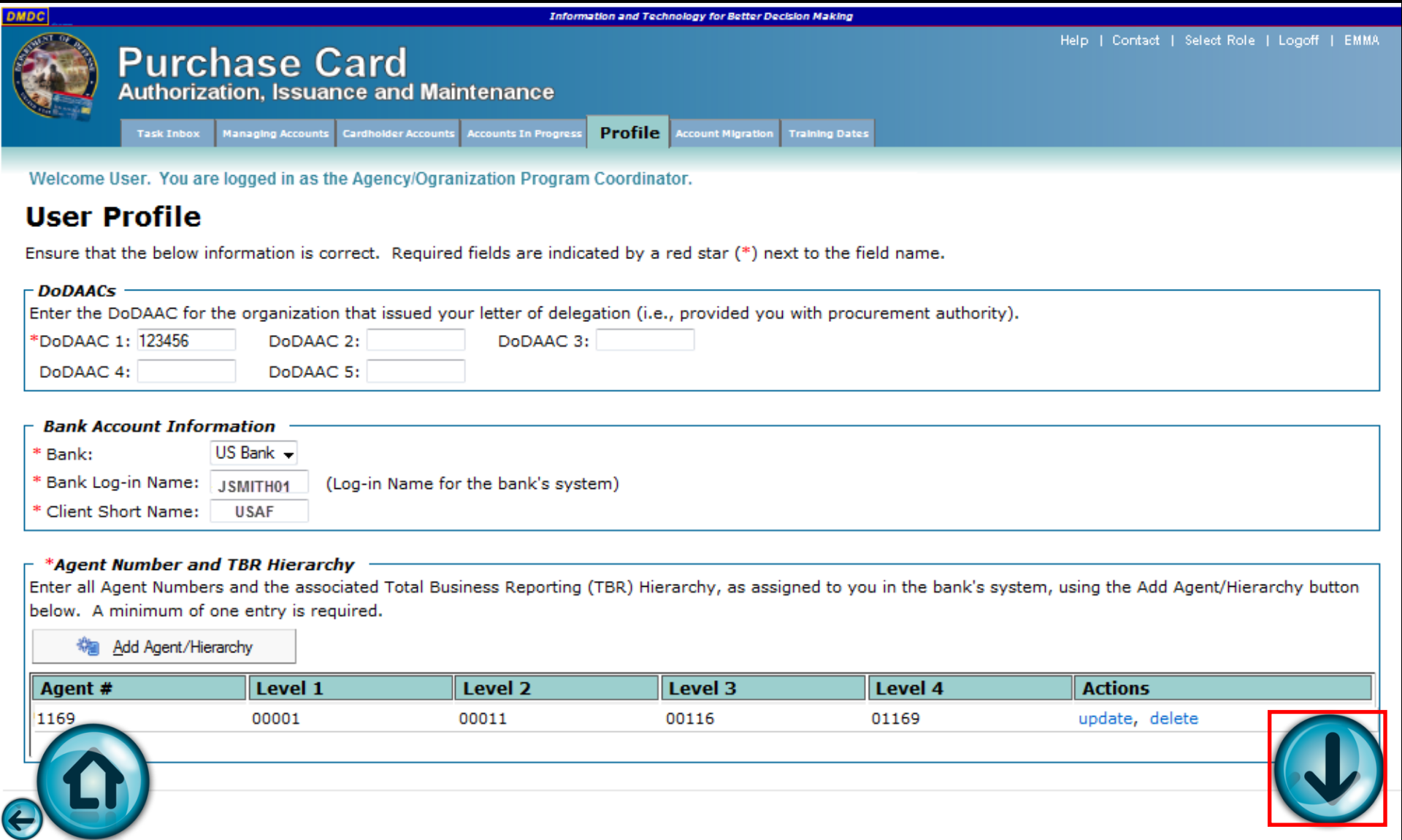
This number identifies the organizational level and is tied to the A/OPC. Click on the red box.


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Account Migration
Training Dates
Welcome User. You are logged in as the Agency/Organization Program Coordinator.
Add New Hierarchy
Agent Number and TBR Hierarchy
Enter an agent number and the appropriate values for the Total Business Reporting (TBR) Hierarchy below. Agent number is not required for Navy customers. The agent number is used to identify one or more top hierarchy levels of a client organization. The TBR Reporting Hierarchy values represent a hierarchy customized for each government organization for reporting purposes. The values are assigned by the respective bank systems. Army, Air Force and Defense Agency customers must populate to Level 4. Navy customers must populate to Level 5. Required fields are indicated by a red star (*) next to the field name.
* Agent Number: 1169
* Level 1: 00001
* Level 2: 00011
* Level 3: 00116
* Level 4:
Level 5:
Level 6:
Add
Cancel

Click on the “Add button”. This will complete the process of adding a TBR Hierarchy.


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Account Migration
Training Dates
Welcome User. You are logged in as the Agency/Organization Program Coordinator.
Add New Hierarchy
Agent Number and TBR Hierarchy
Enter an agent number and the appropriate values for the Total Business Reporting (TBR) Hierarchy below. Agent number is not required for Navy customers. The agent number is used to identify one or more top hierarchy levels of a client organization. The TBR Reporting Hierarchy values represent a hierarchy customized for each government organization for reporting purposes. The values are assigned by the respective bank systems. Army, Air Force and Defense Agency customers must populate to Level 4. Navy customers must populate to Level 5. Required fields are indicated by a red star (*) next to the field name.
* Agent Number: 1169
* Level 1: 00001
* Level 2: 00011
* Level 3: 00116
* Level 4: 01169
Level 5:
Level 6:
Add
Cancel

TBR Hierarchy has been successfully added.


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Account Migration
Training Dates
Welcome User. You are logged in as the Agency/Ogranization Program Coordinator.
User Profile
Ensure that the below information is correct. Required fields are indicated by a red star (*) next to the field name.
DoDAACs
Enter the DoDAAC for the organization that issued your letter of delegation (i.e., provided you with procurement authority).
*DoDAAC 1: 123456
DoDAAC 2:
DoDAAC 3:
DoDAAC 4:
DoDAAC 5:
Bank Account Information
* Bank: US Bank
* Bank Log-in Name: JSMITH01 (Log-in Name for the bank's system)
* Client Short Name: USAF
*Agent Number and TBR Hierarchy
Enter all Agent Numbers and the associated Total Business Reporting (TBR) Hierarchy, as assigned to you in the bank's system, using the Add Agent/Hierarchy button below. A minimum of one entry is required.
Add Agent/Hierarchy
Agent # | Level 1 | Level 2 | Level 3 | Level 4 | Actions
1169 | 00001 | 00011 | 00116 | 01169 | update, delete

Work address, work phone, and email address are required. If any of the information associated with your CAC is missing or incorrect, updates can be made using the links below.

Enter all Agent Numbers and the associated Total Business Reporting (TBR) Hierarchy, as assigned to you in the bank's system, using the Add Agent/Hierarchy button below. A minimum of one entry is required.

Add Agent/Hierarchy

Agent #	Level 1	Level 2	Level 3	Level 4	Actions
01169	00001	00011	00116	01169	

Your User Information

If any of the information associated with your CAC is incorrect, update it using the links below. Any changes made to the information may take up to 24 hours to process and will automatically be reflected below, once complete.

Name: A/OPC users name

Work Address: Big Military Base
Smalltown, USA 12345 Update user information

Work Phone: 1234567890

Fax Number:

Email Address: apoc.username@dla.mil Update email address

Organization ID: 401347

Any changes made to the information may take up to 24 hours to process and will automatically be reflected once complete.
Click on the information icon to learn more.

Display Preference

The default number of records displayed on each tab can be set as a preference for each role.

Set your default record number preference: 10

hanges

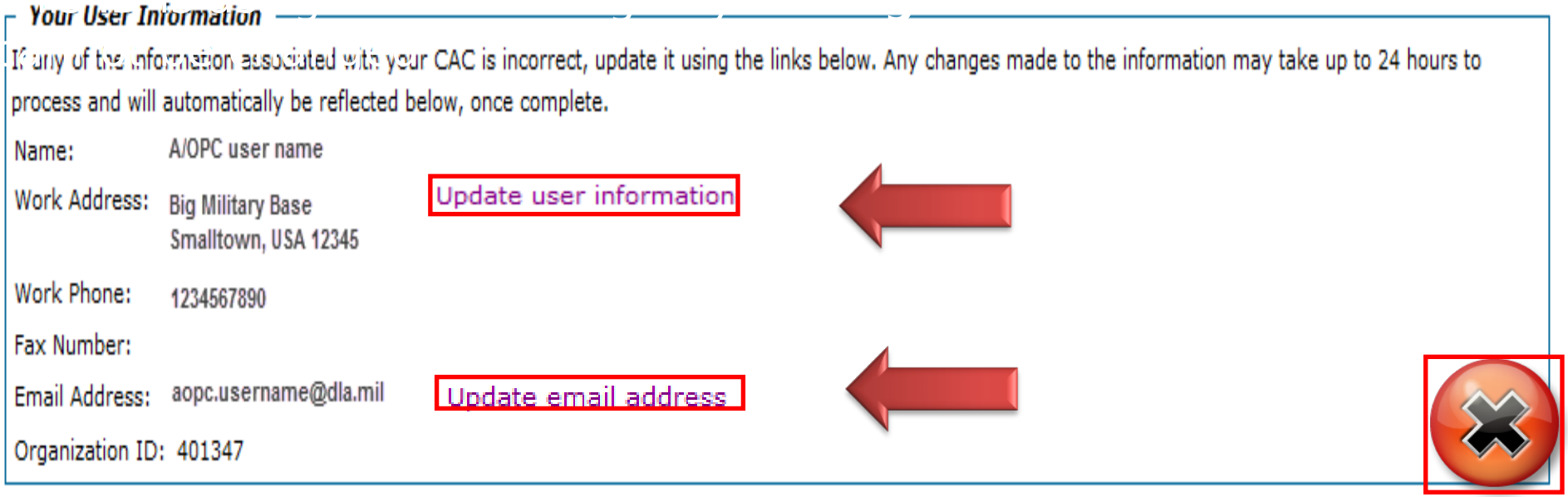
Verify your **User Information**.

If you need to add or update your work address and phone number information, click the “Update” link next to the corresponding field and you will be directed to milConnect to make the update.

NOTE: If you are both a sponsor and a dependent, you must be logged in as the sponsor to make the updates.

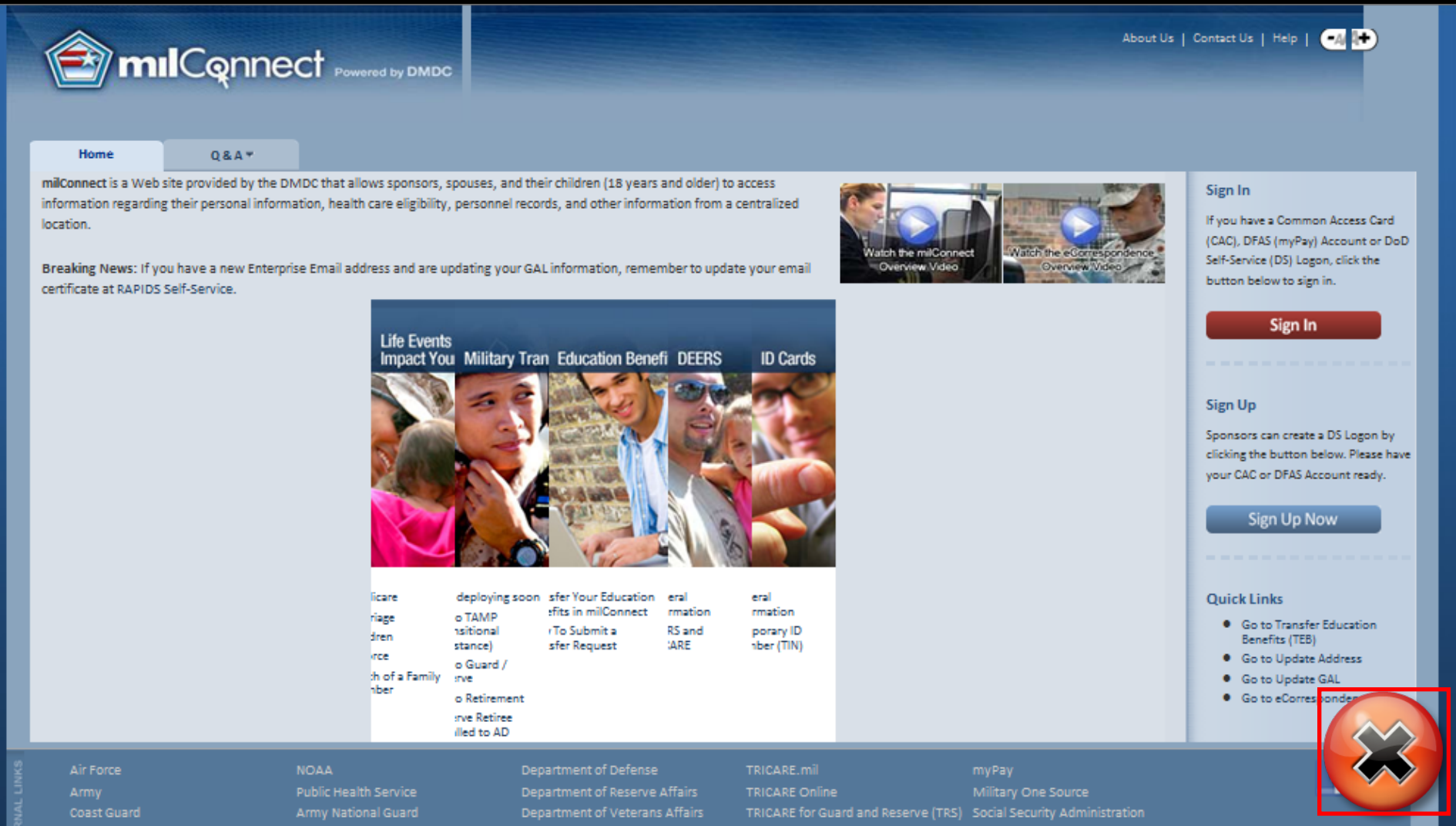
If you need to add or update your email address, click the “Update” link next to the corresponding field and you will be directed to RAPIDS Self Service to update.

The **User Information** text box also displays your **Organization ID**.


Your User Information
If any of the information associated with your CAC is incorrect, update it using the links below. Any changes made to the information may take up to 24 hours to process and will automatically be reflected below, once complete.
Name: A/OPC user name
Work Address: Big Military Base
Smalltown, USA 12345
Update user information
Work Phone: 1234567890
Fax Number:
Email Address: aopc.username@dla.mil
Update email address
Organization ID: 401347

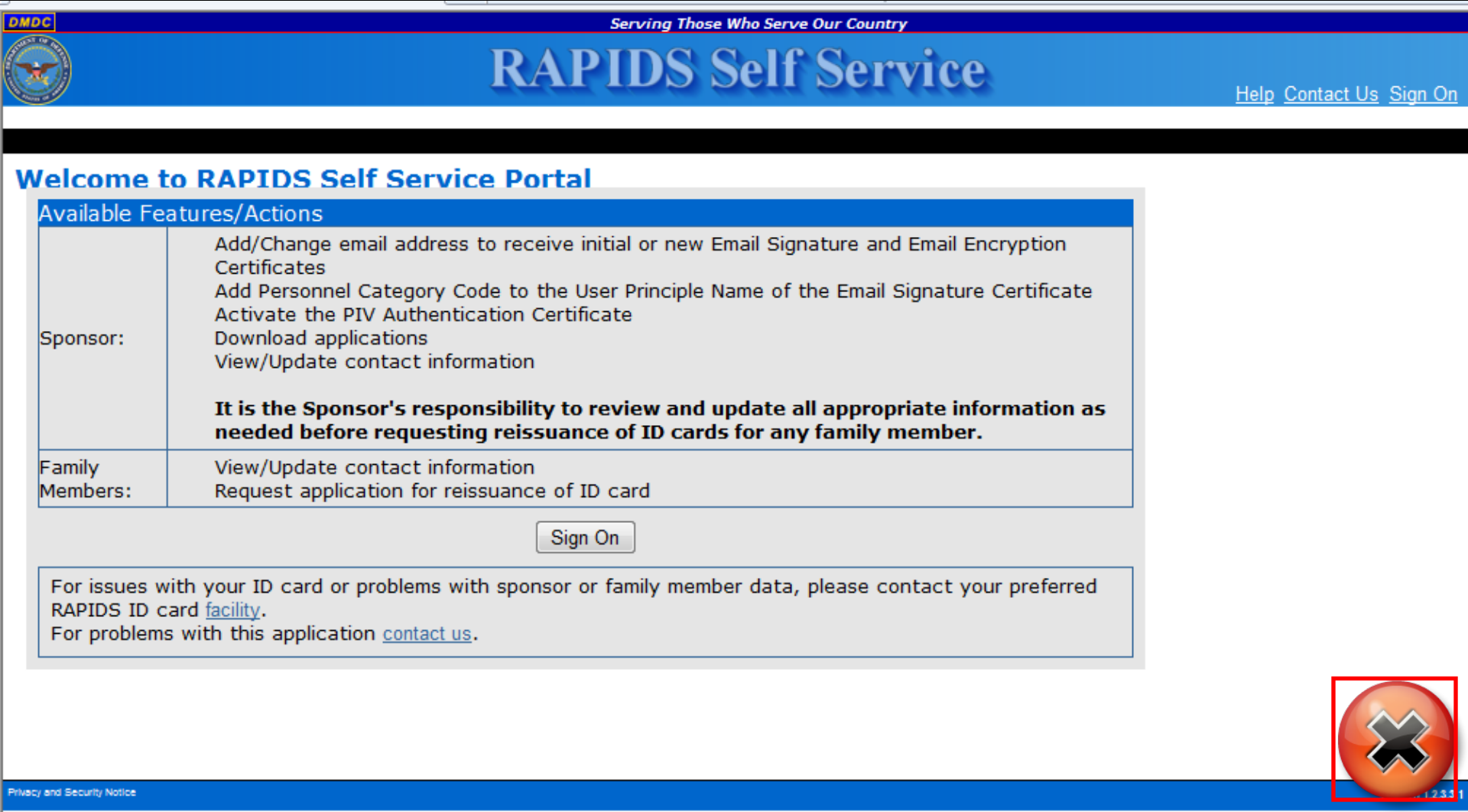
milConnect

http://www.dmdc.osd.mil/milconnect

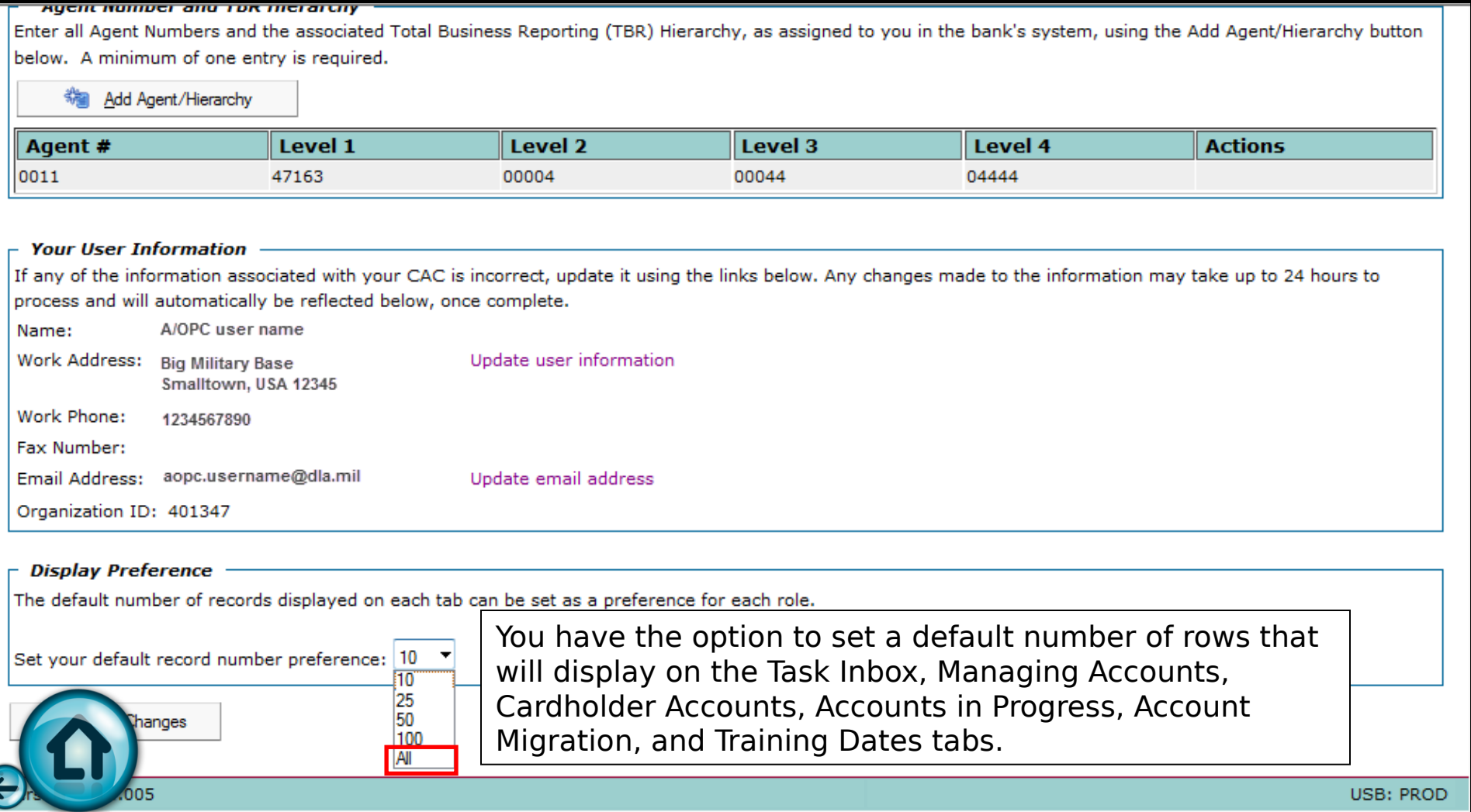

milConnect
Powered by DMDC
About Us | Contact Us | Help |
Home
Q & A
milConnect is a Web site provided by the DMDC that allows sponsors, spouses, and their children (18 years and older) to access information regarding their personal information, health care eligibility, personnel records, and other information from a centralized location.
Breaking News: If you have a new Enterprise Email address and are updating your GAL information, remember to update your email certificate at RAPIDS Self-Service.
Watch the milConnect Overview Video
Watch the eCorrespondence Overview Video
Life Events Impact You
Military Tran
Education Benefi
DEERS
ID Cards
Sign In
If you have a Common Access Card (CAC), DFAS (myPay) Account or DoD Self-Service (DS) Logon, click the button below to sign in.
Sign In
Sign Up
Sponsors can create a DS Logon by clicking the button below. Please have your CAC or DFAS Account ready.
Sign Up Now
Quick Links
Go to Transfer Education Benefits (TEB)
Go to Update Address
Go to Update GAL
Air Force
Army
Coast Guard
NOAA
Public Health Service
Army National Guard
Department of Defense
Department of Reserve Affairs
Department of Veterans Affairs
TRICARE.mil
TRICARE Online
TRICARE for Guard and Reserve (TRS)
myPay
Military One Source
Social Security Administration

RAPIDS Self Service

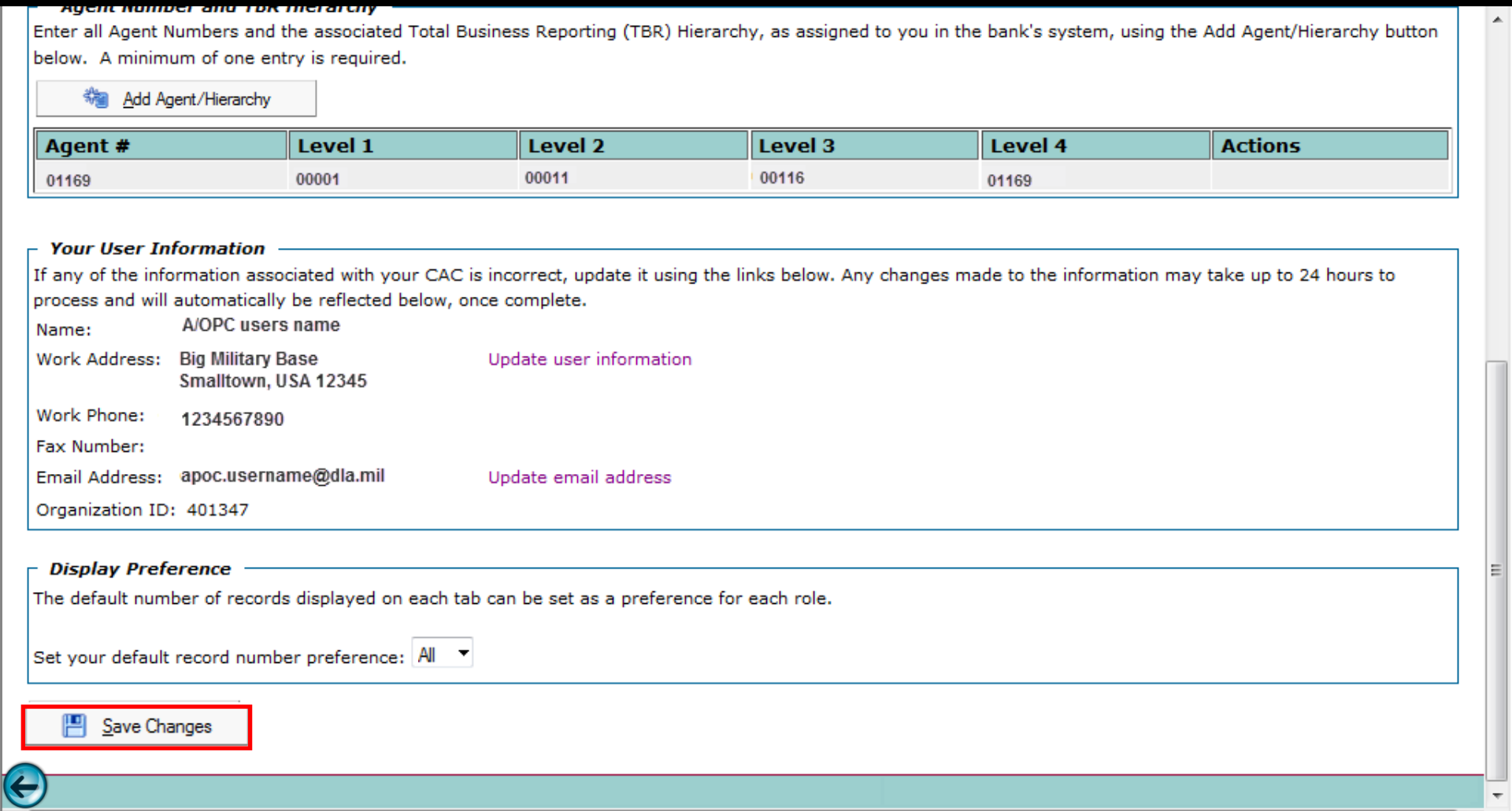
http://www.dmdc.osd.mil/self_service/


DMDC
Serving Those Who Serve Our Country
RAPIDS Self Service
Help Contact Us Sign On
Welcome to RAPIDS Self Service Portal
Available Features/Actions
Sponsor:
Add/Change email address to receive initial or new Email Signature and Email Encryption Certificates
Add Personnel Category Code to the User Principle Name of the Email Signature Certificate
Activate the PIV Authentication Certificate
Download applications
View/Update contact information
It is the Sponsor's responsibility to review and update all appropriate information as needed before requesting reissuance of ID cards for any family member.
Family Members:
View/Update contact information
Request application for reissuance of ID card
Sign On
For issues with your ID card or problems with sponsor or family member data, please contact your preferred RAPIDS ID card facility.
For problems with this application contact us.
Privacy and Security Notice

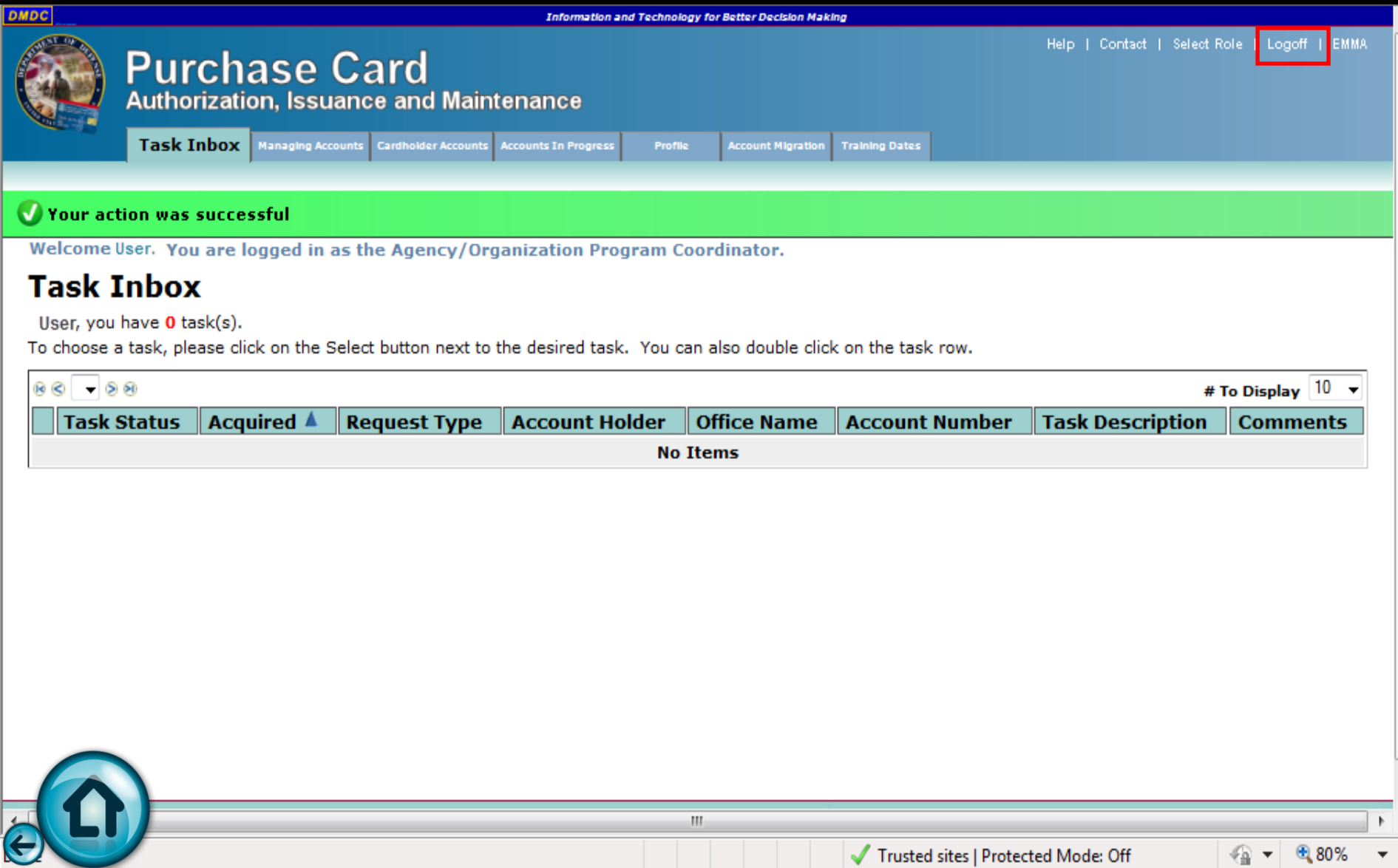
The **Display Preference** option is available to set a default number of records for future AIM sessions. Click "All" from the drop-down list.


Agent Number and TBR Hierarchy
Enter all Agent Numbers and the associated Total Business Reporting (TBR) Hierarchy, as assigned to you in the bank's system, using the Add Agent/Hierarchy button below. A minimum of one entry is required.
Add Agent/Hierarchy
Agent # | Level 1 | Level 2 | Level 3 | Level 4 | Actions
0011 | 47163 | 00004 | 00044 | 04444
Your User Information
If any of the information associated with your CAC is incorrect, update it using the links below. Any changes made to the information may take up to 24 hours to process and will automatically be reflected below, once complete.
Name: A/OPC user name
Work Address: Big Military Base Smalltown, USA 12345
Update user information
Work Phone: 1234567890
Fax Number:
Email Address: aopc.username@dla.mil
Update email address
Organization ID: 401347
Display Preference
The default number of records displayed on each tab can be set as a preference for each role.
Set your default record number preference: 10
10
25
50
100
All
You have the option to set a default number of rows that will display on the Task Inbox, Managing Accounts, Cardholder Accounts, Accounts in Progress, Account Migration, and Training Dates tabs.
USB: PROD

The profile is now complete. Click the “Save Changes” button.


Enter all Agent Numbers and the associated Total Business Reporting (TBR) Hierarchy, as assigned to you in the bank's system, using the Add Agent/Hierarchy button below. A minimum of one entry is required.
Add Agent/Hierarchy
Agent # | Level 1 | Level 2 | Level 3 | Level 4 | Actions
01169 | 00001 | 00011 | 00116 | 01169
Your User Information
If any of the information associated with your CAC is incorrect, update it using the links below. Any changes made to the information may take up to 24 hours to process and will automatically be reflected below, once complete.
Name: A/OPC users name
Work Address: Big Military Base
Smalltown, USA 12345
Update user information
Work Phone: 1234567890
Fax Number:
Email Address: apoc.username@dla.mil
Update email address
Organization ID: 401347
Display Preference
The default number of records displayed on each tab can be set as a preference for each role.
Set your default record number preference: All
Save Changes

Your action was successful. Click the “Logoff” link.



How to Complete an A/OPC Profile in AIM

PCOLS 101

INTERACTIVE TUTORIAL

To exit tutorial press ESC on your keyboard